

**Response to Applicant – No Records Responsive
Form 4D**

April 2, 2019

S.40(1)



S.40(1)

Dear [REDACTED]:

Re: Your request for access to information under Part II of the *Access to Information and Protection of Privacy Act* File #: CSSD/29/2019

On March 22, 2019, the Department of Children, Seniors and Social Development (CSSD) received your request for access to the following records/information:

“Any e-mails, texts, or other documentation related to Melville Native Housing. Specifically in relation to matters relating to the pay structure at the organization and requests to increase the salary of staff in line with NLHC staff. Also any communications relating to this e-mail with the department and NLHC”

Please be advised that the Deputy Minister for Children, Seniors and Social Development has reviewed this request and CSSD has no records responsive to your request. I have confirmed with Justin Crickard, ATIPP Coordinator for Newfoundland and Labrador Housing Corporation (NLHC) that the records are in the custody and control of NLHC. Mr. Crickard confirmed his department also received your ATIPP request and NLHC will be responding to your request.

The *Access to Information and Protection of Privacy Act* requires us to provide an advisory response within 10 days of receiving the request. As this request has been completed prior to day 10, this letter also serves as our Advisory Response.

Please be advised that you may ask the Information and Privacy Commissioner to review the processing of your access request, as set out in section 42 of the *Access to Information and Protection of Privacy Act* (the *Act*). A request to the Commissioner must be made in writing within 15 business days of the date of this letter or within a longer period that may be allowed by the Commissioner.

The address and contact information of the Information and Privacy Commissioner is as follows:

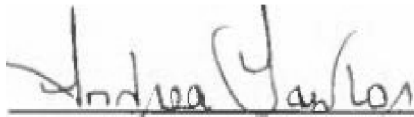
Office of the Information and Privacy Commissioner
2 Canada Drive
P. O. Box 13004, Stn. A
St. John's, NL. A1B 3V8

Telephone: (709) 729-6309
Toll-Free: 1-877-729-6309
Facsimile: (709) 729-6500

You may also appeal directly to the Supreme Court Trial Division within 15 business days after you receive the decision of the public body, pursuant to section 52 of the *Act*.

If you have any further questions, please feel free to contact me by telephone at (709) 729-5084 or by email at andrealawlor@gov.nl.ca.

Sincerely,

A handwritten signature in black ink that reads "Andrea Lawlor". The signature is written in a cursive style and is positioned above a horizontal line.

Andrea Lawlor, B.A., B.S.W. (Hons), R.S.W.
ATIPP Backup Coordinator